

DEPUTY HUMAN RESOURCES DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To assist in planning, directing and reviewing the activities and operations of the Human Resources Department including employee relations, labor relations, recruitment and selection, classification, compensation, and benefits administration. To coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Human Resources Director.

Supervision Received and Exercised:

Reports to and is directly supervised by the Human Resources Director.

May exercise direct, technical or functional supervision over management, supervisory and/or line level staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist in the development, planning, and implementation of department goals and objectives and recommend, implement, and administer department policies and procedures;
- Coordinate Department activities with those of other departments; provide staff assistance to the Human Resources Director; and prepare and present staff reports and other necessary correspondence;
- Participate in the development of the Department work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures;
- Develop and administer the Human Resources budget; forecast funds needed for staffing, equipment, materials, and supplies; and monitor/approve expenditures and implement midyear adjustments;

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- Participate in the development and administration of the classification and compensation plans, group benefits, recruitment and selection, and performance management programs;
- Participate in the administration, operation and maintenance of the City automated payroll/personnel system and oversee the maintenance of Human Resources records management;
- Participate on a variety of committees; attend and participate in professional groups; and prepare and deliver presentations before the City Council and other boards, commissions and community organizations;
- Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies and MOU's, and the processing of employee grievances;
- Review and analyze reports, legislation, court cases, and related personnel matters.
- Oversee and participate in the negotiation of contracts with a variety of vendors and service providers;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible professional experience in human resources management, including two years of supervisory or administrative responsibility.

Education:

A Bachelor's degree from an accredited college or university with major course work in human resources, psychology, public or business administration or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

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Competencies:

(Pending)

Job Code: 017

Status: Exempt / Unclassified